



INLAND WETLAND AND WATERCOURSES APPLICATION CHECKLIST

****The Wetland Agent and/or Wetland's clerk will check the application for completeness. If all required information is not included you will be asked to either pick up the application and fee and/or supply the missing information. Incomplete applications may be denied by the Inland Wetland and Watercourses**

Agency**

The information is REQUIRED unless otherwise noted!!!!

N/A	Required	REQUIRED DOCUMENTS
<input type="checkbox"/>	<input type="checkbox"/>	An original and 6 copies of application and plans- 1 11x17 plan required
<input type="checkbox"/>	<input type="checkbox"/>	An approval from NCHD or WPCA for Septic, Wells and Public Water
<input type="checkbox"/>	<input type="checkbox"/>	Pre and Post Development Drainage Calculations, with drainage area map, except SFH unless IWWA asks
<input type="checkbox"/>	<input type="checkbox"/>	Wetland Delineation Report by Professional Soil Scientist
<input type="checkbox"/>	<input type="checkbox"/>	Wetland Assessment Report by Professional Soil Scientist for ANY wetland impacts
<input type="checkbox"/>	<input type="checkbox"/>	Any species of special concern from the CT NDDB
		SITE PLAN REQUIREMENTS
<input type="checkbox"/>	<input type="checkbox"/>	Plans stamped by a Professional Engineer licensed by the State of Connecticut
<input type="checkbox"/>	<input type="checkbox"/>	Property Boundaries
<input type="checkbox"/>	<input type="checkbox"/>	Property owners and adjacent property owners depicted on plans
<input type="checkbox"/>	<input type="checkbox"/>	Existing and proposed structures, roadways and buildings.
<input type="checkbox"/>	<input type="checkbox"/>	Existing and Proposed topography
<input type="checkbox"/>	<input type="checkbox"/>	Alternate wetland impact consideration- shown on a plan and explanation in narrative form
<input type="checkbox"/>	<input type="checkbox"/>	Soil and Erosion Control measures per 2002 CT E&S Guidelines
<input type="checkbox"/>	<input type="checkbox"/>	Wetland Boundaries delineated by soil scientist shown on plan with live signature
<input type="checkbox"/>	<input type="checkbox"/>	Limit of upland review area
<input type="checkbox"/>	<input type="checkbox"/>	Cuts and fill volumes- except for single family homes
<input type="checkbox"/>	<input type="checkbox"/>	Septic System, reserve areas and well locations
<input type="checkbox"/>	<input type="checkbox"/>	Stormwater drainage systems and calculations
<input type="checkbox"/>	<input type="checkbox"/>	Drainage system pipe sizes, lengths and inverts
<input type="checkbox"/>	<input type="checkbox"/>	Test pit locations
<input type="checkbox"/>	<input type="checkbox"/>	Acreages of wetlands/watercourses on the site and to be disturbed
<input type="checkbox"/>	<input type="checkbox"/>	Acreage of upland review area disturbance
		DETAIL SHEETS
<input type="checkbox"/>	<input type="checkbox"/>	Erosion and Sedimentation Control details and sequence plan
<input type="checkbox"/>	<input type="checkbox"/>	Test pit Logs
<input type="checkbox"/>	<input type="checkbox"/>	Details of drainage structures, pipes, footing drains and curtain drains
<input type="checkbox"/>	<input type="checkbox"/>	Septic system and/or sewer connection details
<input type="checkbox"/>	<input type="checkbox"/>	Cross Section of proposed detention, retention or sedimentation basins
<input type="checkbox"/>	<input type="checkbox"/>	Construction Sequence
		PUBLIC HEARING REQUIREMENTS
<input type="checkbox"/>	<input type="checkbox"/>	Notice to abutters within 100 feet and across the street by certificate of mailing-not less than 10 days before the start of the public hearing
<input type="checkbox"/>	<input type="checkbox"/>	Legal Notice can be obtained from Wetlands Office

TOWN OF EAST WINDSOR- INLAND WETLAND WATERCOURSE AGENCY APPLICATION FEES

ACTIVITY

State of Connecticut Land Use Fee

FEE

\$60.00

APPLIED

\$60.00 +

Permitted Uses- As-Of-Right

NONE

Agent Decision (Activities in Upland Review Area)

\$75.00

\$ _____ +

Residential Uses-Basic Fee Per Lot

\$150.00/per lot + OR

Additions, accessory structures, etc.

\$80.00 + OR

Modification to Residential Approval Per Lot

\$30.00/per lot+

➤ \$40.00 per 1000 sq. ft disturbance wetlands

\$ _____

➤ \$25.00 per 1000 sq. ft impervious surface

Within upland review area

\$ _____

➤ \$250.00 per detention/retention basin

\$ _____

➤ \$100.00 per storm drain outfall

\$ _____

➤ \$100.00 per watercourse crossing with definable channel

\$ _____

➤ **TOTAL FOR RESIDENTIAL USES**

\$ _____ +

Commercial Uses/Industrial/Other Uses

\$300.00 + OR

Modification to Commercial/Industrial Approval

\$150.00 +

➤ \$65.00 per 1000 sq. ft. disturbance wetlands

\$ _____

➤ \$40.00 per 1000 sq. ft. impervious surface

Upland review area

\$ _____

➤ \$20.00 per 1000 sq. ft. land disturbance

(excluding impervious) in upland review area

\$ _____

➤ \$250.00 per detention/retention basin

\$ _____

➤ \$100.00 per storm drain outfall

\$ _____

➤ \$200.00 per watercourse crossing with definable channel

\$ _____

➤ **TOTAL FOR COMMERCIAL/INDUSTRIAL/OTHER USES**

\$ _____ +

Significant Activity Fee (Legal Notice For Public Hearing)

\$300.00

\$ _____ +

Permit Extension Fee:

➤ Residential Uses

\$40.00

\$ _____ +

➤ Commercial/Industrial Uses

\$80.00

\$ _____ +

Map and Regulation Amendments

\$250.00

\$ _____ +

TOTAL APPLICATION FEE:

\$ _____

Complex Application Fee-*Section 19.3 of the IWWA Regulations and Section 22a-42a(e) of the Connecticut General Statutes states that an applicant shall pay a fee equal to the Town's expenditures in hiring outside consultants and experts to analyze, review and report on issues requiring such experts. The fees shall be determined by the Town through obtaining an estimate from its consultants based on the nature of the application and the application submittal. The applicant shall make a payment to the Town prior to the IWWA holding a Public Hearing for said application within 5 (five) days of receiving notice of the amount due. If the Town expenditure exceeds the estimate, the Applicant shall submit additional funds within 5 days upon receiving notice from the Town. Any excess amount collected over the actual costs shall be refunded to the Applicant after the completion of the application review process. The failure by the Applicant to make this payment shall render the application incomplete.*

Exemption. Boards, Commissions, Councils and Departments of the Town of East Windsor are exempt from all fee requirements.

Waiver. The applicant may petition the Agency to waive or reduce payment of the fee during the application period. Such petitions shall be in writing and shall state fully the facts and circumstances the Agency should consider in its determination under this subsection. The Agency may waive all or part of the application fee if the Agency determines that:

- a. The activity applied for would clearly result in a substantial public benefit to the environment or to the public health and safety and the applicant would reasonably be deterred from initiating the activity solely or primarily as a result of the amount of the application fee, or
- b. The amount of the application fee is clearly excessive in relation to the cost to the Town of reviewing and processing the application.

Method of Payment. All fees required by these regulations shall be submitted to the Agency by cash, check or money order payable to: Town of East Windsor at the time the application is received with the Agency.

No application shall be granted or approved by the Agency unless the correct application fee is paid in full or unless a waiver has been granted by the Agency.

The application fee is not refundable.

Definitions. As used in this section the following are defined:

Residential Uses means a single residential building containing no more than three (3) dwelling units including additions, accessory structures, etc.

All Other Uses means any other use not identified as a residential use as part of this fee schedule.

Watercourses with a Definable Channel applies to all brooks, streams, rivers and their tributaries vernal or intermittent that exhibit evidence of prolonged flow. This does not apply to drainage ditches or waters with no definable channel.

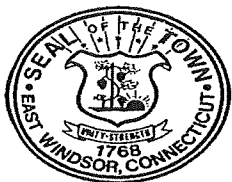
NOTE. The CT State Legislature, under Public Act 92-235, requires that the Town of East Windsor collect an additional \$60.00 for every land use application that is processed. This fee is in addition to the fees charged by the Town.

Other Fees Not Associated with Permit Application

Inland Wetlands & Watercourses Regulations - \$10.00

11" x 14" color copy of Wetland Map - \$3.00

Photocopies - \$0.50



Town of East Windsor

11 RYE STREET, BROAD BROOK, CT 06016
PHONE: (860) 623-6030 FAX: (860) 623-4798

INLAND—WETLAND APPLICATION

Permit No.: IW_____

Inland Wetland Application submitted for:

- ☐ Request an Inland Wetland Permit to conduct regulated activities (Sect. 4.3 and 5)
☐ Request an Inland Wetland Permit issued by Authorized Agent to conduct regulated activities (Sect. 12)
☐ Request for Permit Modification or Extension

Date Recd _____ App Fee \$ _____ Assessor Map/Block/Lot _____

Street Address of Proposed Application, and Nearest Intersection: _____

Acreage/Lot Area _____ Wetland Acreage _____ Wetlands Acreage to be disturbed _____

Existing watercourses, ponds, swamps, bogs, vernal pools? _____ Stream/River Name _____

Description of Proposed Activity _____

Property is served by: ☐ private well ☐ public water ☐ septic system

Is the property within 500' of an adjoining municipality? ☐ Yes ☐ No

Please attach a list of all abutters within 100 feet of proposed

I/WE, THE UNDESIGNED APPLICANT, HEREBY APPLIES FOR THE REGULATED ACTIVITIES LISTED ABOVE, FOR AN INLAND WETLANDS AND WATERCOURSES PERMIT FOR THE PROPERTY DESCRIBED HEREIN AND CONFIRMS THAT:

1. She/he is familiar with the current Inland Wetlands, Watercourses and Conservation Regulations of the Town of East Windsor.
2. She/he understands that at any time during the review period, the Agency may require the applicant to provide more information about the wetlands and/or watercourses in question and/or any proposed activity.
3. All information submitted in the application for review shall be considered factual, or in the case of anticipated activity, binding. A knowing failure of the applicant or any of her/his agents to provide correct information, or performance exceeding the levels of activity anticipated, shall be sufficient grounds for revocation of any permit under these regulations.
4. By making this application, the applicant gives permission to the Inland Wetlands Commission members and/or its representatives to enter the portions of the premises which are the subject of the application for the purpose of inspection and investigation and otherwise evaluating the merits of the application both before and after the final decision has been issued.

Record Owner's Name _____

Street _____

City _____

State, Zip _____

Telephone _____

Signature _____

Applicant's Name _____

Street _____

City _____

State, Zip _____

Telephone _____

Signature _____

EAST WINDSOR INLAND—WETLAND APPLICATION:
Permit No.: IW_____

PLEASE SEE ATTACHED INLAND WETLAND APPLICATION
SUBMISSION REQUIREMENTS and RECOMMENDATIONS

Please note that all required information must be with application for it to be deemed complete.

Where applicable, approval from the North Central Health District (NCDH) is required prior to presenting plans to the Inland Wetland Agency. The Agency has the discretion to consider the application incomplete if NCHD is not received at time of review.

It is further understood that it is the applicant's responsibility to obtain any and all other permit or approvals required under local, state or federal law prior to the start of any construction or use authorized by the decision of the Board.

The undersigned hereby permits Town staff and Commission members to enter onto and inspect this site during reasonable hours for the purposed of reviewing this application and accompanying plans. I hereby depose and say that all of the above statements, and representations contained in all supporting documents provided with this application are true and accurate.

APPLICANT'S SIGNATURE

DATE

OWNER'S SIGNATURE
(If not applicant)

DATE

PRINT APPLICANT'S SIGNATURE

PRINT OWNER'S SIGNATURE
(If not applicant)

*Additional Application Forms may also be obtained (downloaded) from the website:
eastwindsorctcom*

FOR OFFICE USE ONLY

Date of Meeting Application is Received _____
Public Hearing Date _____
Permit Granted Date _____
Permit Withdrawn _____
Permit Denied Date _____
Permit Extension Granted _____
Jurisdictional Ruling (*Declaratory Ruling*) _____
Agent Sign-Off _____

Fee Paid: \$_____ Check #_____



Statewide Inland Wetlands & Watercourses Activity Reporting Form

Pursuant to section 22a-39(m) of the General Statutes of Connecticut and section 22a-39-14 of the Regulations of Connecticut State Agencies, Municipal Inland Wetlands Agencies (here after called the Agency) **must** complete the Statewide Inland Wetlands & Watercourses Activity Reporting Form for **each** action taken by such agency.

This form may be made part of a municipality's inland wetlands application package. If the municipality chooses to do this, it is recommended that a copy of the Town and Quadrangle Index of Connecticut and a copy of the municipality's subregional drainage basin map be included in the package as well.

Please remember, the Agency is responsible for ensuring that the information provided is accurate and that it reflects the **final** action of the Agency. Incomplete or incomprehensible forms will be mailed back to the Agency. Instructions for completing the form are located on the following page.

The Agency shall mail completed forms for actions taken during a calendar month no later than the 15th day of the following month to the Department of Environmental Protection (DEP).

Do not mail this cover page or the instruction page. ***Please print and mail only the completed yellow reporting form to:***

WETLANDS MANAGEMENT SECTION
INLAND WATER RESOURCES DIVISION
DEPARTMENT OF ENVIRONMENTAL PROTECTION
79 ELM STREET 3RD FLOOR
HARTFORD, CT 06106

Questions may be directed to the DEP's Wetlands Management Section at (860) 424-3019.

<p>Instructions For Completing</p> <p>THE STATEWIDE INLAND WETLANDS & WATERCOURSES ACTIVITY REPORTING FORM</p>
--

PART I: To Be Completed By Agency Only

Please note: a) Incomplete or incomprehensible forms will be mailed back to the Agency; b) Use a separate form to report each action taken by the Agency; c) Utilize the instructions below and fill in the fields on page 4; d) Print, **sign**, and send to CT-DEP, Wetlands Management Section.

1. Enter the year and month the Agency took the action being reported.
2. Enter **ONE** code letter to describe the final action or decision taken by the Agency. *Do not submit a reporting form for withdrawn applications.* Do not enter multiple code letters (for example: if an enforcement notice was given and subsequent permit issued - two forms for the two separate actions are to be completed).
 - A = A Permit Granted by the Agency (*not including map amendments, see code D below*)
 - B = Any Permit Denied by the Agency
 - C = A Permit Renewed or Amended by the Agency
 - D = A Map Amendment to the Official Town Wetlands Map - or -
An Approved/Permitted Wetland or Watercourse Boundary Amendment to a Project Site Map
 - E = An Enforcement Notice of Violation, Order, Court Injunction, or Court Fines
 - F = A Jurisdictional Ruling by the Agency (i.e.: activities "permitted as of right" or activities considered non-regulated)
 - G = An Agent Approval pursuant to CGS section 22a-42a(c)(2)
 - H = An Appeal of Agent Approval pursuant to CGS section 22a-42a(c)(2)
3. Check "Yes" if a public hearing was held in regards to the action taken; otherwise check "No".
4. Enter the name of the Agency official verifying that the information provided on this form is accurate and that it reflects the **FINAL** action of the Agency.

PART II: To Be Completed By The Agency Or The Applicant - If Part II is completed by the applicant, the **applicant must return the form** to the Agency. The Agency must ensure that the information provided is accurate and that it reflects the **FINAL** action of the Agency.

5. Enter the name of the municipality for which the Agency has jurisdiction and in which the action/project/activity is occurring.

Check "Yes" if the action/project/activity crosses municipal boundaries and enter the name(s) of the other municipality(ies) where indicated. Check "No" if it does not cross municipal boundaries.
6. Enter the USGS Quad Map name and number (1 through 115) as found on the Connecticut Town and Quadrangle Index Map (the directory to all USGS Quad Maps) that contains the location of the action/project/activity. See reverse side of the reporting form for the Connecticut Town and Quadrangle Index Map or at: (www.ct.gov/dep/lib/dep/gis/resources/Index_NamedQuadTown.pdf)

ALSO enter the four-digit identification number of the corresponding Subregional Drainage Basin in which the action/project/activity is located. If the action/project/activity is located in more than one subregional drainage basin, enter the number of the basin in which the majority of the action/project/activity is located. A town subregional drainage basin map has been mailed to each Agency. Further, sub-regional drainage basin maps can be found at UCONN-CLEAR (www.clear.uconn.edu/data/map_set/index.htm) for each town in an easy to understand format.
7. Enter the name of the individual applying for, petitioning, or receiving the action.
8. Enter the name and address or location of the action/project/activity site. Also provide a brief description of the action/project/activity. Select if the action/project/activity impacts are **TEMPORARY** or **PERMANENT** in nature.

9. **CAREFULLY REVIEW** the list below and enter **ONE** code letter which best characterizes the action/project/activity. All state agency projects must code "N".

A = Residential Improvement by Homeowner	I = Storm Water / Flood Control
B = New Residential Development for Single Family Units	J = Erosion / Sedimentation Control
C = New Residential Development for Multi-Family / Condos	K = Recreation / Boating / Navigation
D = Commercial / Industrial Uses	L = Routine Maintenance
E = Municipal Project	M = Map Amendment
F = Utility Company Project	N = State Agency Project
G = Agriculture, Forestry or Conservation	P = Other (this code includes the approval of
H = Wetland Restoration, Enhancement, Creation	concept plans with no-on-the-ground work)

10. Enter between one and four codes to best characterize the project or activity being reported. Enter "NA" if this form is being completed for the action of map amendment. You must provide code 12 if the activity is located in an established upland review area (buffer, setback). You must provide code 14 if the activity is located **BEYOND** the established upland review area (buffer, setback) or **NO** established upland review area (buffer, setback) exists.

1 = Filling	8 = Underground Utilities (no other activities)
2 = Excavation	9 = Roadway / Driveway Construction
3 = Land Clearing / Grubbing (no other activity)	10 = Drainage Improvements
4 = Stream Channelization	11 = Pond, Lake Dredging / Dam Construction
5 = Stream Stabilization (includes lakeshore stabilization)	12 = Activity in an Established Upland Review Area
6 = Stream Clearance (removal of debris only)	14 = Activity in Upland
7 = Culverting (not for roadways)	

Examples: Jurisdictional ruling allowing construction of a parking lot in an upland where the municipality *does not* have an established upland review area must use code 14, other possible codes are 2 and 10. Permitted construction of a free standing garage (residential improvement by homeowner) partially in an established upland review area with the remainder in the upland must use code 12 and 14, other possible codes are 1 and 2. Permitted dredging of a pond must use code 11, other possible codes are 12 and 5.

11. Leave blank for **TEMPORARY** alterations but please indicate action/project/activity is temporary under question #8 on the form (description). For **PERMANENT** alterations, enter in acres the area of wetland soils or watercourses altered. Include areas that are permanently altered, or are proposed to be, for all agency permits, denials, amendments, and enforcement actions. For those activities that involve filling or dredging of lakes, ponds or similar open water bodies enter the acres filled or dredged under "open water body". For those activities that involve directly altering a linear reach of a brook, river, lakeshore or similar linear watercourse, enter the total linear feet altered under "stream". Remember that these figures represent only the acreage altered not the total acreage of wetlands or watercourses on the site. You **MUST** provide all information in **ACRES** (or linear feet as indicated) including those areas less than one acre. To convert from square feet to acres, divide square feet by the number 43,560. Enter zero if there is no alteration.
12. Enter in acres the area of upland altered as a result of an **ACTIVITY REGULATED BY** the Agency, or as a result of an **AGENT APPROVAL** pursuant to 22a-42a(c)(2). Leave blank for **TEMPORARY** alterations but please indicate action/project/activity is temporary under question #8 on the form (description). Include areas that are permanently altered, or proposed to be permanently altered, for all agency permits, denials, amendments, and enforcement actions. Inland wetlands agencies may have established an upland review area (also known as a buffer or setback) in which activities are regulated. Agencies may also regulate activities beyond these established areas. You **MUST** provide all information in **ACRES** including those areas less than one acre. To convert from square feet to acres, divide square feet by the number 43,560. Enter zero if there is no alteration. Remember that these figures represent only the upland acreage altered as a result of an activity regulated by the Agency, or as a result of an agent approval.
13. Enter the acres that are, or are proposed to be, restored, enhanced or created for all agency permits, denials, amendments, and enforcement actions. **NOTE:** "restored" or "enhanced" applies to previously existing wetlands or watercourses. "Created" applies to a non-wetland or non-watercourse area which is converted into wetlands or watercourses (question #10 must provide 12 and/or 14 as an answer, and question #12 must also be answered). You **MUST** provide all information in **ACRES** including those areas less than one acre. To convert from square feet to acres, divide square feet by the number 43,560. Enter zero if there is no restoration, enhancement or creation.

PART III: To Be Completed By The DEP - Please leave this area blank.



Inland Water Resources Division
Department of Environmental Protection
79 Elm Street, 3rd Floor
Hartford, CT 06106-5127
www.ct.gov/dep

GIS CODE #: _____
For DEP Use Only

Statewide Inland Wetlands & Watercourses Activity Reporting Form

*Complete, print, **sign**, and mail this form in accordance with the instructions on pages 2 and 3.*

PART I: To Be Completed By The Municipal Inland Wetlands Agency Only

1. DATE ACTION WAS TAKEN (use drop-down box): Year Month
2. ACTION TAKEN (use drop-down box):
3. WAS A PUBLIC HEARING HELD? (select one only) ☐ Yes ☐ No
4. NAME OF AGENCY OFFICIAL VERIFYING AND COMPLETING THIS FORM:
(print): (signature) _____

PART II: To Be Completed By The Municipal Inland Wetlands Agency Or The Applicant

5. TOWN IN WHICH THE ACTION IS OCCURRING:
Does this project cross municipal boundaries? (select one only) ☐ Yes ☐ No
If Yes, list the other town(s) in which the action is occurring:
6. LOCATION: [USGS Quad Map Name](#) (see hyperlink):
[Quad Number](#) (see hyperlink):
Subregional Drainage [Basin Number](#) (see hyperlink):
7. NAME OF APPLICANT, VIOLATOR OR PETITIONER:
8. NAME & ADDRESS/LOCATION OF PROJECT SITE:

Briefly describe the action/project/activity: ☐ Temporary ☐ Permanent
9. ACTIVITY PURPOSE CODE (Use drop-down box):
10. ACTIVITY TYPE CODE(S) (Use drop-down box): , , ,
11. WETLAND / WATERCOURSE AREA ALTERED [must be provided in acres or linear feet as indicated]:
Wetlands: acres Open Water Body: acres Stream: linear feet
12. UPLAND REVIEW AREA ALTERED [must be provided in acres]: acres
13. AREA OF WETLANDS AND / OR WATERCOURSES RESTORED, ENHANCED OR CREATED: acres
[must be provided in acres]

PART III: To Be Completed By The DEP

DATE RECEIVED: DATE RETURNED TO DEP:
FORM COMPLETED: ☐ YES ☐ NO FORM CORRECTED / COMPLETED: ☐ YES ☐ NO